

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 31	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER W9124R-05-R-0015	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME EDGAR ANGULO				b. TELEPHONE NUMBER (No Collect Calls) 928-328-6172	
6. SOLICITATION ISSUE DATE 01-Jun-2005		8. OFFER DUE DATE/LOCAL TIME 12:00 PM 22 Jun 2005		9. ISSUED BY ARMY CONTRACTING AGENCY - SR - YUMA SFCA-SR-YM, B-2100, R-8 301 C STREET YUMA AZ 85365-9498 TEL: 928-328-6163 FAX: 928-328-6849		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: 561110 SIZE STANDARD: \$6M	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP		15. DELIVER TO CODE		16. ADMINISTERED BY CODE			
17a. CONTRACTOR/ OFFEROR CODE		18a. PAYMENT WILL BE MADE BY CODE		SEE SCHEDULE			
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT	
23. UNIT PRICE		24. AMOUNT		SEE SCHEDULE			
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.				ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.				ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> COPIES <input checked="" type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) TEL: EMAIL:			

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)						PAGE 2 OF 31	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE						
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____							
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
				32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
33. SHIP NUMBER		34. VOUCHER NUMBER		35. AMOUNT VERIFIED CORRECT FOR		36. PAYMENT	
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER		40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				42a. RECEIVED BY (Print)			
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				41c. DATE			
				42b. RECEIVED AT (Location)			
				42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS	

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV 4/2002) BACK
Prescribed by GSA
FAR (48 CFR) 53.212

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Program Coordinator-Base Period FFP Contractor will be responsible for coordinating the US Army Yuma Proving Ground Army Family Team Building (AFTB) Program, Army Family Action Plan (AFAP) and Army Volunteer Corps (AVC) Program. See attached Statement of Work for details.		Months		
NET AMT					

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002 OPTION	Program Coordinator-1st Option Period FFP Contractor will be responsible for coordinating the US Army Yuma Proving Ground Army Family Team Building (AFTB) Program, Army Family Action Plan (AFAP) and Army Volunteer Corps (AVC) Program. See attached Statement of Work for details.		Months		
NET AMT					

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003			Months		
OPTION	Program Coordinator-2nd Option Period FFP Contractor will be responsible for coordinating the US Army Yuma Proving Ground Army Family Team Building (AFTB) Program, Army Family Action Plan (AFAP) and Army Volunteer Corps (AVC) Program. See attached Statement of Work for details.				
NET AMT					

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004			Months		
OPTION	Program Coordinator-3rd Option Period FFP Contractor will be responsible for coordinating the US Army Yuma Proving Ground Army Family Team Building (AFTB) Program, Army Family Action Plan (AFAP) and Army Volunteer Corps (AVC) Program. See attached Statement of Work for details.				
NET AMT					

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005			Months		
OPTION	Program Coordinator-4th Option Period FFP Contractor will be responsible for coordinating the US Army Yuma Proving Ground Army Family Team Building (AFTB) Program, Army Family Action Plan (AFAP) and Army Volunteer Corps (AVC) Program. See attached Statement of Work for details.				

 NET AMT

FOB: Destination

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	Government
0002	N/A	N/A	N/A	Government
0003	N/A	N/A	N/A	Government
0004	N/A	N/A	N/A	Government
0005	N/A	N/A	N/A	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	30-SEP-2005		N/A FOB: Destination	
0002	POP 01-OCT-2005 TO 30-SEP-2006	N/A	N/A FOB: Destination	
0003	POP 01-OCT-2007 TO 30-SEP-2008	N/A	N/A FOB: Destination	
0004	POP 01-OCT-2008 TO 30-SEP-2009	N/A	N/A FOB: Destination	
0005	POP 01-OCT-2009 TO 30-SEP-2010	N/A	N/A FOB: Destination	

CLAUSES INCORPORATED BY REFERENCE

52.212-4 Contract Terms and Conditions--Commercial Items OCT 2003

CLAUSES INCORPORATED BY FULL TEXT

52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

Proposal Submission Instructions

You shall submit your proposal and technical information in accordance with (IAW) the closing date established in block 8 of the Standard Form (SF) 1449.

Your proposal will consist of the following:

Part 1. Education: BS/BA degree in related field or 24 undergraduate hours in social sciences. Candidates with a 2-year degree (24 hours credit) plus experience required will be considered. Experience may be substituted for the education requirement. Educational credentials and past employment references are required.

Part 2. Work Experience: Demonstrated experience in program development and delivery. Demonstrated ability to deliver training/verbal information to individuals, groups, and large audiences (i.e., briefings, classes, workshops, etc.). Experience in volunteer management desirable. Experience with and knowledgeable of use/application of the following software: Microsoft Office, Windows Operating System, email, and other Internet Programs (computer literacy).

You are cautioned to keep in mind the attached Statement of Work (SOW) as you prepare your proposal for the Program Coordinator. Your work experience shall demonstrate that your proposal capability complies with the SOW. Please provide the following information for all of your past performance documentation provided.

- 1) Contract Number
- 2) Contract Type
- 3) Awarded Price/Estimate Cost
- 4) Final Price if Applicable
- 5) Period of Performance
- 6) The Government contract activity, name, address and telephone number,
- 7) A technical representative for the activity including name, address and telephone number.
- 8) A description of the services performed under this contract, including the explanation of how the effort is similar to our requirement.
- 9) Summaries if any contract problems, i.e., cure notice, terminations, etc

It is desired that proposal information be submitted electronically. If you do not have the capabilities, you may submit your proposal hard copy to the issue address on the SF 1449. Proposals may be emailed to the following: edgar.angulo@yuma.army.mil

Basis for Award

We will make award to the responsible contractor whose proposal conforms to the solicitation and is determined to be the most advantageous to the Government considering price and non-price factors as stated herein. Proposal will be evaluated in the following non-price factors in accordance with the weight assigned to each. Accordingly, we reserve the right to award to other than the contractor with the low price.

Education	50%
Work Experience	40%
Price	10%

Education and Work Experience are significantly more importance than price.

(b) Option. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of Clause)

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (JUL 2002)

(a) Definitions. As used in this provision:

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; or

(2) Whose management and daily business operations are controlled by one or more women.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

___ TIN:-----

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

___ Sole proprietorship;

___ Partnership;

___ Corporate entity (not tax-exempt);

___ Corporate entity (tax-exempt);

___ Government entity (Federal, State, or local);

___ Foreign government;

___ International organization per 26 CFR 1.6049-4;

___ Other-----

(5) Common parent.

___ Offeror is not owned or controlled by a common parent;

___ Name and TIN of common parent:

Name-----

TIN-----

(c) Offerors must complete the following representations when the resulting contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) Veteran-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(3) Service-disabled veteran-owned small business concern. (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(4) Small disadvantaged business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) Women-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, () is not a women-owned small business concern.

Note: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) Women-owned business concern (other than small business concern). (Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, a women-owned business concern.

(7) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

(8) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. (Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.)

(i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the four designated industry groups (DIGs).) The offeror represents as part of its offer that it () is, () is not an emerging small business.

(ii) (Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or four designated industry groups (DIGs).) Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

Average Annual

Number of Employees Gross Revenues

___ 50 or fewer ___ \$1 million or less

___ 51 - 100 ___ \$1,000,001 - \$2 million

___ 101 - 250 ___ \$2,000,001 - \$3.5 million

___ 251 - 500 ___ \$3,500,001 - \$5 million

___ 501 - 750 ___ \$5,000,001 - \$10 million

___ 751 - 1,000 ___ \$10,000,001 - \$17 million

___ Over 1,000 ___ Over \$17 million

(9) (Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns or FAR 52.219-25, Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.)

(i) General. The offeror represents that either--

(A) It () is, () is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It () has, () has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a

decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(7)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. (The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: _____.)

(10) HUBZone small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, as part of its offer, that--

(i) It () is, () is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It () is, () is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Certifications and representations required to implement provisions of Executive Order 11246--

(1) Previous Contracts and Compliance. The offeror represents that--

(i) It () has, () has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the and

(ii) It () has, () has not, filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that--

(i) It () has developed and has on file, () has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It () has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

(f) Buy American Act Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act --Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product as defined in the clause of this solicitation entitled "Buy American Act --Supplies" and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United

States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

(2) Foreign End Products:

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) Buy American Act--North American Free Trade Agreement--Israeli Trade Act Certificate. (Applies only if the clause at FAR 52.225-3, Buy American Act--North American Free Trade Agreement--Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product as defined in the clause of this solicitation entitled ``Buy American Act--North American Free Trade Agreement--Israeli Trade Act" and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States.

(ii) The offeror certifies that the following supplies are NAFTA country end products or Israeli end products as defined in the clause of this solicitation entitled ``Buy American Act--North American Free Trade Agreement--Israeli Trade Act":

NAFTA Country or Israeli End Products

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled ``Buy American Act--North American Free Trade Agreement--Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

Other Foreign End Products

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) Buy American Act--North American Free Trade Agreements--Israeli Trade Act Certificate, Alternate I (May 2002). If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act":

Canadian End Products:

Line Item No.

(List as necessary)

(3) Buy American Act--North American Free Trade Agreements--Israeli Trade Act Certificate, Alternate II (May 2002). If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act":

Canadian or Israeli End Products:

Line Item No.

Country of Origin

(List as necessary)

(4) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made, designated country, Caribbean Basin country, or NAFTA country end product, as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products.

Other End Products

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items subject to the Trade Agreements Act, the Government will evaluate offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549). The offeror certifies, to the best of its knowledge and belief, that --

(1) The offeror and/or any of its principals () are, () are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(2) () Have, () have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and () are, () are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549). The offeror certifies, to the best of its knowledge and belief, that--

(1) The offeror and/or any of its principals () are, () are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; and

(2) () Have, () have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and () are, () are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (j)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed End Product

Listed End Product	Listed Countries of Origin:
.	.
.	.
.	.

(2) Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (j)(1) of this provision, then the offeror must certify to either (j)(2)(i) or (j)(2)(ii) by checking the appropriate block.]

() (i) The offeror will not supply any end product listed in paragraph (j)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

() (ii) The offeror may supply an end product listed in paragraph (j)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(End of provision)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JAN 2005)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUL 1995), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

___ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (U.S.C. 657a).

___ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer) (U.S.C. 657a).

___ (4) (i) 52.219-5, Very Small Business Set-Aside (JUNE 2003) (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

___ (ii) Alternate I (MAR 1999) to 52.219-5.

___ (iii) Alternate II to (JUNE 2003) 52.219-5.

___ (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-6.

___ (iii) Alternate II (MAR 2004) of 52.219-6.

___ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-7.

___ (iii) Alternate II (MAR 2004) of 52.219-7.

___ (7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

___ (8)(i) 52.219-9, Small Business Subcontracting Plan (JAN 2002) (15 U.S.C. 637(d)(4)).

___ (ii) Alternate I (OCT 2001) of 52.219-9

___ (iii) Alternate II (OCT 2001) of 52.219-9.

___ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

___ (10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (JUNE 2003) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

___ (ii) Alternate I (JUNE 2003) of 52.219-23.

___ (11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

___ (12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

___ (13) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004).

X (14) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

X (15) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (Jun 2004) (E.O. 13126).

X (16) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

X (17) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).

X (18) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

X (19) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

X (20) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

___ (21) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

___ (22)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

___ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).

___ (23) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

___ (24)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (Jan 2005) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77, 108-78, 108-286).

___ (ii) Alternate I (JAN 2004) of 52.225-3.

___ (iii) Alternate II (JAN 2004) of 52.225-3.

___ (25) 52.225-5, Trade Agreements (Jan 2005) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

___ (26) 52.225-13, Restrictions on Certain Foreign Purchases (OCT 2003) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of Treasury).

___ (27) 52.225-15, Sanctioned European Union Country End Products (FEB 2000) (E.O. 12849).

___ (28) 52.225-16, Sanctioned European Union Country Services (FEB 2000) (E.O. 12849).

___ (29) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

___ (30) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

X (31) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

___ (32) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

X (33) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

___ (34) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

___ (35)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631).

___ (ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

___ (1) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989) (41 U.S.C. 351, et seq.).

___ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

___ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

___ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (February 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

___ (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA) (May 1989) (41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made

available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (December 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (April 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/vffara.htm>

(End of clause)

252.212-7000 OFFEROR REPRESENTATIONS AND CERTIFICATIONS- COMMERCIAL ITEMS. (NOV 1995)

(a) Definitions.

As used in this clause-

(1) Foreign person means any person other than a United States person as defined in Section 16(2) of the Export Administration Act of 1979 (50 U.S.C. App. Sec. 2415).

(2) United States person is defined in Section 16(2) of the Export Administration Act of 1979 and means any United States resident or national (other than an individual resident outside the United States and employed by other than a United States person), any domestic concern (including any permanent domestic establishment of any foreign concern), and any foreign subsidiary or affiliate (including any permanent foreign establishment) of any domestic concern which is controlled in fact by such domestic concern, as determined under regulations of the President.

(b) Certification.

By submitting this offer, the Offeror, if a foreign person, company or entity, certifies that it -

(1) Does not comply with the Secondary Arab Boycott of Israel; and

(2) Is not taking or knowingly agreeing to take any action, with respect to the Secondary Boycott of Israel by Arab countries, which 50 U.S.C. App. Sec. 2407(a) prohibits a United States person from taking.

(c) Representation of Extent of Transportation by Sea. (This representation does not apply to solicitations for the direct purchase of ocean transportation services).

(1) The Offeror shall indicate by checking the appropriate blank in paragraph (c)(2) of this provision whether transportation of supplies by sea is anticipated under the resultant contract. The term "supplies" is defined in the Transportation of Supplies by Sea clause of this solicitation.

(2) Representation.

The Offeror represents that it-

☐ Does anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

☐ Does not anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

(3) Any contract resulting from this solicitation will include the Transportation of Supplies by Sea Clause. If the Offeror represents that it will not use ocean transportation, the resulting contract will also include the Defense Federal Acquisition Regulation Supplement clause at 252.247-7024, Notification of Transportation of Supplies by Sea.

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (JAN 2005)

(a) The Contractor agrees to comply with the following Federal Acquisition Regulation (FAR) clause which, if checked, is included in this contract by reference to implement a provision of law applicable to acquisitions of commercial items or components.

☐ 52.203-3 Gratuities (APR 1984) (10 U.S.C. 2207).

(b) The Contractor agrees to comply with any clause that is checked on the following list of Defense FAR Supplement clauses which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.

☐ 252.205-7000 Provision of Information to Cooperative Agreement Holders (DEC 1991) (10 U.S.C. 2416).

☐ 252.219-7003 Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan (DoD Contracts) (APR 1996) (15 U.S.C. 637).

☐ 252.219-7004 Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan (Test Program) (JUN 1997) (15 U.S.C. 637 note).

☒ 252.225-7001 Buy American Act and Balance of Payment Program (APR 2003) (41 U.S.C. 10a-10d, E.O. 10582).

☐ 252.225-7012 Preference for Certain Domestic Commodities (JUN 2004) (10 U.S.C. 2533a).

☐ 252.225-7014 Preference for Domestic Specialty Metals (APR 2003) (10 U.S.C. 2533a).

☐ 252.225-7015 Preference for Domestic Hand or Measuring Tools (APR 2003) (10 U.S.C. 2533a).

____ 252.225-7016 Restriction on Acquisition of Ball and Roller Bearings (MAY 2004) (____Alternate I) (APR 2003) (10 U.S.C. 2534 and Section 8099 of Public Law 104-61 and similar sections in subsequent DoD appropriations acts).

____ 252.225-7021 Trade Agreements (JAN 2005) (19 U.S.C. 2501-2518 and 19 U.S.C. 3301 note).

____ 252.225-7027 Restriction on Contingent Fees for Foreign Military Sales (APR 2003) (22 U.S.C. 2779).

____ 252.225-7028 Exclusionary Policies and Practices of Foreign Governments (APR 2003) (22 U.S.C. 2755).

____ 252.225-7036 Buy American Act--North American Free Trade Agreement Implementation Act--Balance of Payment Program (JAN 2005) (____Alternate I) (JAN 2005) (41 U.S.C. 10a-10d and 19 U.S.C. 3301 note).

____ 252.225-7038 Restriction on Acquisition of Air Circuit Breakers (APR 2003) (10 U.S.C. 2534(a)(3)).

____ 252.226-7001 Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (SEP 2004) (Section 8021 of Public Law 107-248 and similar sections in subsequent DoD appropriations acts).

____ 252.227-7015 Technical Data--Commercial Items (NOV 1995) (10 U.S.C. 2320).

____ 252.227-7037 Validation of Restrictive Markings on Technical Data (SEP 1999) (10 U.S.C. 2321).

____ 252.232-7003 Electronic Submission of Payment Requests (JAN 2004) (10 U.S.C. 2227).

____ 252.243-7002 Requests for Equitable Adjustment (MAR 1998) (10 U.S.C. 2410).

____ 252.247-7023 Transportation of Supplies by Sea (MAY 2002) (____Alternate I) (MAR 2000) (____Alternate II) (MAR 2000) (____Alternate III (May 2002).

____ 252.247-7024 Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(c) In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract (Federal Acquisition Regulation 52.212-5), the Contractor shall include the terms of the following clauses, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

252.225-7014 Preference for Domestic Specialty Metals, Alternate I (APR 2003) (10 U.S.C. 2533a).

252.247-7023 Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

252.247-7024 Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631)

(End of clause)

STATEMENT OF WORK

STATEMENT OF WORK ARMY FAMILY TEAM BUILDING ARMY FAMILY ACTION PLAN ARMY VOLUNTEER CORPS

PROGRAM COORDINATOR

1. BACKGROUND

The Army Family Team Building (AFTB) Program acquaints families of soldiers with the Army. AFTB trainers teach family members a wide range of subjects to help them understand how the Army operates and how to access all of the services and benefits available to them as members of the total Army team.

Army Family Action Plan (AFAP) is a year-round activity that identifies issues that affect the well being of soldiers, family members and civilians at the Yuma Proving Ground (YPG) military community.

The Army Volunteer Corps (AVC) embraces existing volunteer programs, unites all volunteers who support Soldiers and families, and formalizes the Army's commitment to volunteerism.

The AFTB/AFAP/AVC Program Service Coordinator implements and directs program goals and objectives for the Yuma Proving Ground installation.

2. SPECIFIC TASKS - ARMY FAMILY TEAM BUILDING (AFTB)

2.1 Contractor will develop, where required, and implement YPG installation AFTB Program in accordance with the AFTB Standard Operating Procedures (SOP) and Department of Army directives to include AFTB regulation (AR 608-48) and accreditation standards. Contractor will schedule AFTB classes, workshops, and seminars. Contractor will conduct briefings. Contractor will conduct a biannual (minimum) needs assessment to determine the AFTB levels/workshops to be offered at the installation. Class schedules will be based on needs assessment and/or recommendations of the Advisory Council. Contractor will develop and implement a follow up system to identify, interpret, and track the AFTB Program's effectiveness.

2.2 Contractor will develop and implement an AFTB volunteer network/corps to enhance program delivery and conduct administrative missions. Contractor will develop and implement a system to recruit volunteers. Volunteer program/system will include, but is not limited to, a Mentor System. Contractor may recommend, observe, and report back in writing to the Army Community Service (ACS) Volunteer Supervisor and ACS Volunteer Program Manager. Contractor will develop and implement and a comprehensive professional development plan component. Contractor will coordinate and facilitate/or conduct a volunteer professional development training at least quarterly. Contractor will coordinate with higher headquarters training (Master Trainer (MT), AFTB MT Update) in accordance with guidance provided by the Technical Point of Contact (TPOC).

2.3 Contractor will arrange for and coordinate all logistics associated with volunteer scheduling AFTB classes and student participation (i.e., child care, transportation (when applicable), facility, etc.). The contract personnel will forward all volunteer data on a monthly basis to the ACS Volunteer Supervisor and ACS Volunteer Program Manager.

2.4 Contractor will organize and facilitate an installation AFTB Advisory Council or Board to provide input for the management of the YPG installation AFTB Program.

2.5 Contractor will design, develop, and implement effective marketing strategies and public information programs to ensure target populations are informed of the AFTB Program. Contractor will obtain AFTB training and promotional materials from higher headquarters and develop additional promotional material based upon the uniqueness of YPG installation.

2.6 Contractor will perform general office support functions; meet internal/external suspense's established by the TPOC and collect/maintain/report statistical data on students, volunteers, and command briefings. Contractor will attend (for coordination purposes) ACS staff meetings and provides reports on program status, updates, and current events. Contractor will maintain controls on, and account for, AFTB property, supplies, and equipment; however,

the contractor will not take possession for liability for damage or theft since the property, supplies, and equipment will be maintained on Government facilities. Contractor shall be responsible for reporting damage or theft to equipment/facility/vehicle, etc.

2.7 Contractor will identify requirement for and provide budget input to include manpower, supplies, equipment, and other required expenditures to the TPOC, as requested or needed.

2.8 Contractor will prepare and submit a quarterly report on Net-trainer and an annual report to the ACS Director.

2.9 Contractor will conduct an assessment of AFTB based on the AFTB Accreditation Standards and make changes/recommendations for compliance.

2.10 Contractor shall plan, coordinate, facilitate, and implement a Senior Leaders Spouse Course. Estimated annual workload is four 8-hour courses.

2.11 Contractor shall plan, coordinate, facilitate, and implement a Professional Leader Development Course (PLDC) for Junior NCO Spouses. Estimated annual workload is four 8-hour courses.

2.12 Contractor shall develop a Teen AFTB Program course curriculum and lesson plan.

2.13 Contractor shall plan, coordinate, schedule, and facilitate a two-day Teen AFAP conference.

2.14 Contractor shall comply with AFAP/AFTB/AVC continuing education training and attend all Community and Family Support Center (CFSC) and DA endorsed/sponsored training within ACS Center budget constraints.

3. SPECIFIC TASKS - ARMY FAMILY ACTION PLAN (AFAP)

3.1 Contractor will develop, where required, and implement an installation AFAP Program in accordance with the AFAP Standard Operating Procedures (SOP) and DA directives to include AFAP regulation (AR 608-47) and accreditation standards.

3.2 Contractor will plan and coordinate a yearly AFAP Symposium.

3.3 Contractor will establish a plan to review, staff, and forward installation AFAP issues to HQDA once a year NLT 1 May of that year.

3.4 Contractor will attend the HQDA AFAP Coordinator's meeting (if scheduled) at a minimum of once a year.

3.5 Contractor will design, develop, and implement effective marketing strategies and public information programs to ensure target populations are informed of the AFAP Program. Contractor will obtain AFAP promotional materials from higher headquarters and develop additional promotional material based upon the uniqueness of the YPG installation.

3.6 Contractor will perform general office support functions; meet all internal/external suspense's established by the TPOC and collect/maintain/report statistical data on AFAP issues and delegate demographics. Attends, for coordination purposes, ACS staff meetings and provides reports on program status, updates, and current events. Contractor will maintain controls on, and account for, AFAP property, supplies, and equipment.

3.7 Contractor will identify requirement for and provide budget input to include manpower, supplies, equipment, and other required expenditures to the TPOC as requested or needed.

3.8 Contractor will prepare and submit an annual After Action Report (AAR) NLT 1 May of each performance period.

3.9 Contractor will conduct an assessment of AFAP based on the AFAP Accreditation Standards and make recommendations for compliance.

4. SPECIFIC TASKS – ARMY VOLUNTEER CORPS (AVC)

4.1 Contractor shall develop, where required, and implement an AVC Program in accordance with the AVC Standard Operating Procedures (SOP) and DA directives to include AR 608-1, Army Community Service (ACS) Center and accreditation standards. Contractor shall establish an Advisory Council and will meet quarterly.

4.2 Contractor shall plan and coordinate an Annual Volunteer Recognition Ceremony.

4.3 Contractor shall be responsible for the overall direction and leadership of the installation volunteer program. The contractor shall work with installation volunteer agencies to ensure a well organized/ structured volunteer program is established.

4.4 Contractor shall attend the HQDA Coordinator's meeting (if scheduled) at a minimum once a year.

4.5 Contractor shall design, develop, and implement effective marketing strategies and public information programs to ensure target populations are informed of the AVC Program. Contractor shall obtain AVC promotional materials from higher headquarters and develop additional promotional material based upon the uniqueness of the YPG installation.

4.6 Contractor shall perform general office support function; meet all internal/external suspense established by the COR and collect/maintain/report statistical data on the AVC program. Contractor shall attend, for coordination purposes, ACS staff meetings and provide reports on program status, updates, and current events. Contractor shall maintain control on, and account for, AVC property, supplies, and equipment; however, the contractor shall not take possession for liability for damage or theft since the property, supplies, and equipment will be maintained on Government facilities.

4.7 Contractor shall prepare and submit an annual After Action Report (AAR) NLT 1 Jun.

4.8 Contractor shall conduct an assessment of AVC based on the AVC Accreditation Standards and make recommendations for compliance.

5. CONTRACT MANAGEMENT TASKS

5.1 Within ten (10) working days following contract award, the contractor shall conduct a Kick-Off meeting with the Government AFTB/AFAP personnel at YPG.

5.2 Within twenty (20) working days following contract award, the contractor shall provide a Draft Delivery Order Execution Plan (DOEP) detailing the requirements, responsibilities, methodologies, and timelines associated with performance of this Statement of Work. The DOEP shall be submitted electronically in Microsoft Word and followed by a paper copy to the Yuma Proving Ground Contracting Officer Representative (COR).

5.3 Upon receiving the Government comments/input regarding the Draft DOEP, the contractor shall make the necessary changes and forward the Final DOEP for approval.

6. GENERAL

6.1 The contractor shall provide personnel to perform services during the operating hours as established by the AFTB/AFAP/AVC Office at the Yuma Proving Ground site Monday through Thursday; however, due to the nature of the services, classes/workshops and seminars may be offered after duty hours. Normal weekly work schedule is 32 hours and will not exceed 40 hours. Contractor will be paid for hours worked.

6.2 The contract period will be for a Base year with four (4) option years. The Base year period of performance will be date of contract through 30 Sep 05.

6.3 Contractor services are not required on Federal holidays; during the closure of the post and/or the facility for emergency situations; and for officially declared training holidays. Contractor's pay will not be reduced for non-performance under these circumstances.

6.4 In the event that an employee quits, is terminated, or otherwise is unable to perform duties, the contractor will take all actions necessary to prevent the former employee's return to the work area and insure the safety of the workforce. Employee replacements will be identified within 14 calendar days of departure and resumes will be presented to the applicable TPOC for review, after which, the candidate will be hired.

6.5 The Government shall have the right to cause the contractor to replace any employee who is determined by the Government to be a security risk, under the influence of alcohol or drugs, or is physically or mentally impaired to the extent that they cannot perform the tasks established by the SOW. Such determination is to be made within the sole discretion of the Contracting Officer. Such determination shall not relieve contractor of meeting the performance requirements of this contract.

6.6 The contractor shall report any problems immediately to the Contracting Officer or the Contract Specialist administering the contract.

6.7 The contractor will provide a Point of Contact who is accessible to the TPOC'S telephonically throughout normal duty hours.

6.8 The contractor will make no private practice use of any government facilities or other government property in connection with this contract.

6.9 The contractor will maintain a neat workspace at all times.

6.10 The contractor will adhere to the standards outlined in Army Regulation 600-50, Standards of Conduct of Department of the Army Personnel, Sexual Harassment Prevention, and other federal standards of conduct policies and procedures.

7. PROGRAM COORDINATOR QUALIFICATIONS

The contractor must meet the following qualifications:

a. Experience:

- (1) Demonstrated experience in program development and delivery.
- (2) Knowledge of the theory, practices and problems in Army (military) communities and organizations.
- (3) Minimum of one-year experience as a paid or volunteer AFTB staff member highly desirable.
- (4) Demonstrated ability to deliver training/verbal information to individuals, groups, and large audiences, e.g. briefings, classes, workshops.
- (5) Experience with and knowledge of use/application of the following software: Microsoft Office Suite, Windows Operating Systems, e-mail, and other Internet programs (computer literacy). Must provide employment references.
- (6) Experience in volunteer management desirable.

b. Education:

(1) BS/BA degree in related field or 24 undergraduate hours in social sciences. Candidates with 2-year degree (24 hours credit) plus experience required above will be considered.

(2) Attended AFTB Master Trainer Course desirable.

**Preference will be given to candidates with work experience (paid or volunteer) in AFTB.

**Educational credentials and past employment references are required.

NOTE: All requirements in the SOW, including education, are waiverable by the Yuma Proving Ground COR.

8. GOVERNMENT FURNISHED PROPERTY AND SERVICES

8.1 The Government shall furnish facility. This includes office space, a desk, chair, filing cabinet, computer, use of copying machine, and all office supplies necessary to comply with this SOW.

8.2 The Government shall provide all necessary facilities, materials, and supplies necessary to conduct seminars, meetings, classes, etc. This includes printing of promotional materials.

8.3 The Government shall send one contractor employee to the Army Family Team Building Master Trainer Course and other Army specific training, required by higher headquarters, if that employee has not previously attended the courses. Training will be at a location and during a period of time to be worked out between the contractor and the TPOC and will be at the Government's expense.

8.4 The Government shall furnish fire protection, telephone, utilities, custodial and security services to the extent that they are available to the building.

8.5 The Government shall furnish postal and installation distribution services for all official items.

8.6 The Government property made available under this contract shall be for use only in the performance of the contract.

8.7 The Government shall not be responsible in any way for damage to the contractor's supplies, materials, equipment, or the contractor's employees' personal belongings due to fire, theft, accident or other disaster.

8.8 The Government will provide access to the installation network. Access includes physical connectivity, userid, use of shared services (printers, shared files, and public folders), and the Internet. This access will be maintained by the Government. The contractor shall not load any software, physically move the computer, or make any changes to the computer configuration without Contracting Officer Representative's approval. Contractor personally owned equipment will not be connected to the network or any Government equipment without the approval of the Contracting Officer Representative.

9. CONTRACTOR FURNISHED ITEMS

9.1 Contractor will obtain a vehicle decal from the installation Police Services, when required, before commencement of contract services.

9.2 Contractor will furnish the person(s) required to perform all functions of the SOW and provide the TPOC's the name(s) of employee(s) who will perform the contract. The contractor will provide the list, in writing, upon contract award.

9.3 Contractor shall obtain a government license.

10. DELIVERABLES

10.1 In addition to providing the ongoing Program Coordinator support services and the contract management tasks in paragraph 5 above, the contractor shall prepare and submit, electronically, using MS Word, the following deliverables. Deliverables shall be submitted in accordance with Government procedures and format. Paper copies must be submitted to the TPOC's within 10 days of electronic submission. Approval and execution of the DOEP will constitute final acceptance and delivery of the support services and management tasks.

10.2 An AFTB Accreditation Status Sheet

10.3 An AFTB Quarterly Report (www.AFTB.org)

10.4 AFTB Quarterly Information Paper (www.AFTB.org)

10.5 AFTB Quarterly Master Trainer Tracker (MTT) (www.AFTB.org)

10.6 AFTB Email Monthly Volunteer Roster

10.7 AFTB Online Volunteer Roster (www.AFTB.org)

10.8 Annual AFTB Accreditation Status Sheet

10.9 An AFAP Accreditation Status Sheet

10.10 AFAP Quarterly Report (www.armycommunityservice.org)

10.11 Coordination annual AFAP Symposium

10.12 An AFAP After Action Report (AAR)

10.13 Annual AFAP Accreditation Status Sheet

10.14 An Annual Volunteer Recognition Ceremony

10.15 Annual Volunteer Recognition Ceremony After Action Report (AAR)

11. SCHEDULE

All reports shall be submitted in accordance with the schedule herein. The Government shall submit comments within 5 working days of receipt for each deliverable. The contractor shall have 10 working days to incorporate comments into the deliverable for final delivery. No response from the Government within the 5 working days shall constitute final delivery.

PRODUCT/ACTION

DATE

Kick-off meeting with Yuma Proving Ground

10 days after contract award

Period of Performance

Date Award of Contract – 30 Sep 05

AFTB Accreditation Status Sheet

Weekly

AFTB Quarterly Report

NLT 10th day of the month following end of Qtr

AFTB Quarterly Information Paper	NLT 10 th day of the month following end of Qtr
AFTB Master Trainer Tracker (MTT)	NLT 10 th day of the month following end of Qtr
AFTB Email Monthly Volunteer Roster	NLT 3 rd day of each month
AFTB Online Volunteer Roster	Monthly and per South West Region Office
Annual AFTB Accreditation Status Sheet	NLT 10 th day of the month following end of 4 th Qtr
AFAP Accreditation Status Sheet	Weekly
AFAP Quarterly Report	NLT 10 th day of the month following end of Qtr
Coordination annual AFAP Symposium	NLT 4 months prior to symposium
Annual After Action Review (AAR) Report – AFAP	NLT 01 May of each year
Annual AFAP Accreditation Status Sheet	NLT 10 th day of the month following end of 4 th Qtr
Volunteer Accreditation Status Sheet	Weekly
Annual Volunteer Recognition Ceremony	NLT Apr of each year
Annual Volunteer After Action Report (AAR)	NLT 01 May of each year
Annual Volunteer Accreditation Status Sheet	NLT 10 th day of the month following end of 4 th Qtr

12. SITE LOCATION

Yuma Proving Ground

13. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

a. The performance of work required herein shall be subject to the technical direction of the cognizant Contracting Officer's Technical Representative (COTR) or designee with respect to technical matters pertaining hereto. As used herein, "Technical Direction" is direction to the Contractor, which fills in details, suggests possible lines of inquiry, or otherwise supplements the scope of work. "Technical Direction" must be confined to the general scope of work set forth herein and shall not constitute a new assignment, nor supersede or modify any other Clause of this contract. To be valid, technical direction:

- (1) must be issued in writing consistent with the general scope of work set forth in the contract;
- (2) shall not change the expressed terms, conditions, or specifications incorporated into this contract; and
- (3) shall not constitute a basis for extension to the contract delivery schedule or contract price.

b. The COTR is authorized to:

- Act as liaison and to coordinate contractor/government activities;
- Arrange for and coordinate the use of government resources (personnel, space, documents, etc.);

- Provide technical guidance in the performance of the contract;
 - Receive, review and approve (but not reject or deny) invoices, monthly status reports, or other functions of a technical nature. The authority to reject performance and deny payment is expressly reserved for the Contracting Officer.
- c. The COTR does not have the authority to alter the Contractors obligations under the contract; direct changes that fall within the purview of the clause entitled "Changes" and/or modify any of the expressed terms, conditions, specifications, or price of the contract. If as a result of technical discussions, it is desirable to alter/change contractual obligations or the specification/work statement, the Contracting Officer shall issue such changes in writing and signed.
- d. The COTR assigned cognizance of this contract is:

Rosa M. Dayton
Army Community Service Representative
Morale, Welfare and Recreation & Family Support Division
301 C. Street
Yuma, AZ 85365-9498
(928) 328-2513

14. SECURITY

SECURITY REQUIREMENTS. All personnel who will be working at US Army Yuma Proving Ground civilian/military personnel, contractor personnel, subcontractor personnel, or any representative of the contractor entering Yuma Proving Ground shall abide by all security regulations and shall be subject to security checks/inspections.

SEARCH AND SEIZURE. Personnel and property shall be subject to search and seizure upon entering the confines of the USAYPG installation, while on the installation, and upon leaving the confines of the installation.

INSTALLATION ACCESS. All personnel shall be responsible for assuring authorization to enter and perform work on this installation.

Ten days prior to commencing work requires access to the installation, the installation or company shall provide to each addressee below a listing of all personnel employed that will be on site at YPG.

US Army Contracting Agency (ACA) – ATTN Edgar Angulo
 HQ, Southern Region, Directorate of Contracing - Yuma
 301 C Street ATTN: SFCA-SR-YM
 Contract No.
 Yuma, Arizona 85365-9498

The information required for each employee is:

- (1) Employee's full name
- (2) Social Security Number
- (3) Date and Place of Birth
- (4) Naturalization number (if applicable)
- (5) Citizenship
- (6) Alien Registration numbers shall be provided for each employee who is not a United States citizen
- (7) Date of Visit: From _____ To _____

- (8) Purpose of visit
- (9) YPG point of contact

Any change in personnel information furnished on the above visit requests resulting from hiring, discharge, termination or employment actions or other personnel changes shall be reported immediately in writing to the above addresses.

SECURITY PASSES:

Visitors Employee working on this installation shall be issued a security pass only after they have met all security requirements, i.e., visit request, etc. The organization is responsible for obtaining security badges from the YPG, Emergency Services Division.

Security passes shall be worn in plain sight above the waist.

Visitors and contractor employees who may on occasional basis be required to enter the installation shall be escorted.

Contractor personnel issued security passes shall not permit others to use them, nor shall they be used for personal identification outside USAYPG. Anyone found allowing this to happen shall not be permitted to work at USAYPG.

The Contractor shall be held accountable for all security passes issued to his personnel. If a security pass is lost, a report shall be filed immediately with Emergency Services Division. All security passes shall be returned to Emergency Services Division (place of issuance) at the completion of the contract, when employees are terminated, upon expiration of the security pass, or sooner if so directed by the Contracting Officer. Failure to comply with this procedure shall result in final payment being withheld until all security passes are accounted for and returned.

PROTECTION OF PRIVACY OF INFORMATION. Information submitted to the Emergency Services Division, such as that addressed in the Installation Access requirements, (i.e. visit requests) shall be protected from unauthorized disclosure and shall be submitted in sealed envelopes.

PERSONNEL REQUIREMENTS:

Foreign national employees are discouraged from operating computer systems at USAYPG. However, when circumstances necessitate this foreign nationals must have a favorable National Agency Check or host country equivalent. The investigation must be completed prior to access to our computer systems. If a foreign national requires access to YPG systems than a waiver must be completed and submitted to DTC.

U.S. Contractor employees who shall operate USAYPG computer systems or operate computers that process USAYPG information shall possess a favorable National Agency Check.

AUTOMATION SECURITY REQUIREMENTS:

Personnel shall comply with AR 380-19 and applicable supplements thereto and current applicable accreditation documentation for computer systems utilized at YPG. Requirements are as follows:

Use of privately or company owned computers are prohibited at USAYPG without prior written consent of the Automated Information Systems, Information Systems Security Manager (AISISSM).

SECURITY INSPECTIONS:

The contractor shall be subject to announced and unannounced security inspections conducted by Physical Security, AIS Security, Industrial Security, etc.

Inspection reports shall be provided through the Contracting Officer Representative to the Contractor for action.

VEHICLE REGISTRATION. All personnel who live or work on Yuma Proving Ground or often use the facilities are required to register their vehicle or obtain a temporary vehicle pass to enter the installation for performance of their duties. Motor vehicles entering the boundaries of USAYPG shall have a valid license and state registration. State license and registration shall be maintained current during the time the vehicle is in use on the installations. If, installation decals are required, Contractor personnel shall return registration decals, if applicable, within 3 workdays after termination or completion of work under this contract.

Both the USAYPG Security Badge and Vehicle pass or decal shall be returned to the Law Enforcement and Security Division at Bldg 3537 or BLDG 714 Law Enforcement and Security Office.

The contract will not be considered complete and final payment may be withheld until all security badges and vehicle passes or decals are returned to the Security office.

DAMAGE. The contractor is responsible for the safeguard and protection of all materials and equipment under his control. The contractor shall report any damage, vandalism, or theft of his property to the USAYPG Security Office or Police Desk.

Performance Requirement	Performance Standard	Acceptable Quality Level & Lot Size	Surveillance Method and Frequency	Deduct
Customer Service	Have knowledge, skills, and abilities to do the work (.3) Produce expected quality and volume (.2) Can work under pressure (.1) Express ideas clearly (.2) Observe safety/security rules (.1) Professional conduct and appearance (.1)	10%	100 % inspection	70% of monthly price
Reports	Submitted per schedule(.5) Accurate (.5)	4%	100% inspection	5% of monthly price

PERFORMANCE REQ SUMMARY**PERFORMANCE REQUIREMENTS SUMMARY (PRS)**